

#2018-02
Regular Meeting of February 22, 2018

The members of the Brockton Housing Authority met in Regular Session in the Executive Board Room, Manning Tower, 45 Goddard Road, Brockton MA on Thursday, February 22, 2018. Chairman Timothy Sullivan called the meeting to order at 2:02 PM. Upon a roll call, those present and absent were as follows:

PRESENT

David Teixeira
Sandra Proctor
Janet Trask
Ernest Pettiford
Timothy Sullivan

ABSENT

None

Also present were Thomas Thibeault, Executive Director; Frank Hinds, Division Director of Asset Management; Michael Pacious, Chief Financial Officer; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Owen Ahearn, Director of Maintenance; Chris Barry, Director of Capital Improvements; Fred Welsh, Director of Resident Services and Susan Keating, Executive Secretary.

Chairman Sullivan asked for a moment of silence in memory of the victims of the recent Florida school shooting and for the two young boys that were recently murdered in Brockton.

Mr. Thibeault explained that the minutes from the Regular Meeting of January 25, 2018 have been reviewed and found to be in order. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to approve the minutes of the Regular Meeting of January 25, 2018 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Under the Hearing of Visitors; Mr. Kenneth Bursaw spoke to the Board with regard to his urgent need for housing. He is a lifelong resident of the City; is elderly and has a number of medical issues. He has been on the waiting list for approximately fifteen months and is finding it increasingly difficult to find interim places to stay; he is currently considered an emergency case. He provided his information to Mr. Plouffe and Mr. Thibeault and they will work with him to do everything they can to assist him in securing appropriate housing.

Under Correspondence, Mr. Thibeault reviewed the Mass NAHRO newsletter for February 2018 with the Board. He noted the article on the bond bill and again expressed his thanks to our local state legislators for their support on this bill. No action was required on this agenda item.

Commissioner Teixeira stated that he and Commissioner Proctor reviewed the bills for the Regular Meeting of February 22, 2018 with Mr. Thibeault and Ms. Elliott and found them to be in order. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to

BHA Regular Meeting
February 22, 2018
Page 2

approve the bills for the Regular Meeting of January 25, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Acceptance of Resignation of Susan Hasomeris, Administrative Assistant for Human Resources. Ms. Hasomeris is retiring from the Authority effective March 9, 2018. She has been a great asset and loyal employee of the Authority and will be greatly missed. Commissioner Trask made a motion, seconded by Commissioner Teixeira to accept, with regret, the resignation of Susan Hasomeris, Administrative Assistant for Human Resources, effective March 9, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Addendum #1 – Architect/Engineer Services – Comprehensive Exterior Renovations – Hillside Village, Project 24-1. The Brockton Housing Authority has elected to expand the scope of work to include the replacement of the existing unit sheds that have become dilapidated and a source of insect infestation at the development. The additional work will include, but is not limited to the design, construction estimate, public construction documents and construction oversight of an add alternative to remove and replace all existing resident unit storage sheds at Hillside Village. Mr. Barry addressed a number of questions from Board members with regard to the project. Commissioner Pettiford made a motion, seconded by Commissioner Trask to approve Addendum #1 to McKinnell, McKinnell & Taylor for the amount described within the addendum for the additional scope of work for the envelope system project at Hillside Village, Project 24-1. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Ahearn presented the Maintenance Report for January 2018; Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to accept the Maintenance Report for January 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for February 22, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Extension of Contract – Audit Services. In accordance with the Request for Proposals (RFP) that was issued on January 12, 2015, it is being requested that the Authority extend the contract with the auditing firm of Rector and Reeder to include the audit of the Brockton Housing Authority's 2017 financial statements in the amount of \$41,100.00. Commissioner Trask made a motion, seconded by Commissioner Proctor to exercise the year to year extension outlined in the January 12, 2015 RFP and extend the contract in the amount of

***BHA Regular Meeting
February 22, 2018
Page 3***

\$41,100.00 with the auditing firm of Rector and Reeder to include the FY2017 audit of the Brockton Housing Authority's financial statements. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious explained the Approval of FY2017 State Year End Financial Statements. He reviewed the statement of revenue and expense report; the balance sheet that shows how much cash the Authority has on hand as of December 31, 2017 and how much it is owed by the State and what is owed to the Authority's vendors; and the computation of the Authority's assets and reserves for the state public housing programs in detail and answered questions and concerns from the Board. Also included is the Schedule of Positions and Compensation Form and certification that the Authority is in compliance with state and Federal lead paint laws. The statements have been compiled by BHA staff; reviewed by Mr. Pacious and Fee Accountant Richard Conlon and accurately reflect the operations of the Authority for 2016. The BHA Board has set up control procedures, as evidenced by our annual auditor's report, to ensure against financial improprieties and faulty reporting. These systems have been used and, therefore, the Board can accurately certify to the statements. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford that on behalf of the Brockton Housing Authority, we certify under pains and penalties of perjury that the facts and information provided in the attached year-end financial statements and tenants accounts receivables application data for the following programs: 400-C and 689 for the fiscal year ending December 31, 2017 are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the physical condition of the developments and the Housing Authority for this period. We understand that it is incumbent upon each of us to exercise appropriate care and diligence in reviewing and approving the financial statements and tenants' accounts receivables application data. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious explained the Federal Year End Financial Statements. Mr. Pacious reviewed the information on the unaudited financial statements for the Federal programs for the fiscal year ending December 31, 2017 in detail and answered questions and concerns of the Board. We continue to closely monitor utility costs and look for ways to reduce them. Commissioner Trask made a motion, seconded by Commissioner Pettiford to accept the FY2017 Federal Year End Financial Statements and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Approval of Resolution #18-02: Resolution Approving Submittal of Section 8 Management Assessment Program Certification. The responses on this certification represent work done in the Section 8 Program over the last year. Ms. Pauline and her staff maintain compliance files that are available if HUD or any HUD contractor would like to audit the program. It also encompasses work done by the Tenant Selection Department and Family

BHA Regular Meeting
February 22, 2018
Page 4

Self-Sufficiency Program. Mr. Thibeault stated that the Brockton Housing Authority has received High Performer designations in the past from the US Department of Housing and Urban Development as a result of the exemplary work done by the staff in these departments. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to approve Resolution #18-02: Resolution Approving Submittal of Section 8 Management Assessment Program Certification. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Administrative Assistant for Human Resources. Due to the retirement of Susan Hasomeris, the position of Administrative Assistant for Human Resources has become vacant. After posting internally to fill the position; interviewing and careful consideration, Donna Undzis is being recommended to fill the position. This position handles all manner of human resources functions including, but not limited to payroll, leave accruals and benefits management. Additionally, the position acts as administrative aide to the Director of Housing Administration, scheduling interviews and appointments, drafting letters, memos and various other documents. Donna Undzis has worked for the Authority since 2012, initially as a part time worker for the Affordable Housing Department and then in the Finance Department. She currently works in the Rental Assistance Department as a Homeownership Leasing Officer. Her past experience within the Finance Department will be a valuable asset to the payroll function of this position. Additionally she has an Associate's Degree in Paralegal Studies which will be extremely useful as she deals with union contract matters, labor issues, real estate matter and reading and understanding regulations. Mr. Thibeault added that Ms. Undzis possesses strong organizational skills and pays great attention to detail, which will make her a strong asset to the Human Resources Department. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to appoint Donna Undzis of East Taunton MA to the position of Administrative Assistant for Human Resources effective March 12, 2018 at the 2018 Step 1 rate of \$50,957 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault stated that there may be a personnel issue that would necessitate the appointment of a Hearing Officer. In order to handle this issue in an expeditious manner, he is

asking to be appointed as the Hearing Officer, should the need arise. Commissioner Teixeira made a motion, seconded by Commissioner Trask to appoint Thomas Thibeault as Executive Director to act as a Hearing Officer for a potential personnel issue. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

There was no New Business.

There being no further business, Commissioner Proctor made a motion, seconded by Commissioner Teixeira to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:02 PM.

Respectfully submitted,

/S/

Timothy J. Sullivan, Chairman

April 18, 2018

Date

/S/

Thomas G. Thibeault, Secretary